



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CORRECTIONAL SUBSTANCE ABUSE PROGRAM DIRECTOR	38	A	12.460

Under general direction of the Medical Director, develop, direct, and oversee the implementation and evaluation of statewide correctional substance abuse programming in the Department of Corrections.

Design, develop and modify statewide correctional substance abuse programming such as intensive in-patient and out-patient therapy, residential treatment facility, and education and prevention programs for inmates addicted to drugs and/or alcohol. This includes developing or modifying the department's substance abuse plan which delineates the method, purpose, and full scope of services which will be provided for substance abuse; acquiring approval for the plan from the medical and mental health directors and department director; developing or modifying the substance abuse treatment curriculum, operations and programming manual; developing a system-wide substance abuse education program; and locating resources and negotiating contracts with service providers, as needed, to supplement programs operated by department personnel.

Direct and oversee the implementation and evaluation of the department's substance abuse programs. This includes evaluating the department's classification system and recommending changes to facilitate the referral of individuals in need of treatment to appropriate programs; providing in-service training in the use and interpretation of tests, other than standard psychological instruments, to assess individuals in need of substance abuse treatment; providing in-service training to staff in the use of the substance abuse treatment curriculum, operations, and programming manual; providing functional guidance to mental health staff regarding substance abuse treatment and education; providing clinical supervision of all substance abuse treatment in the department; monitoring and evaluating substance abuse programs through on-site visits and by collecting and/or analyzing program data and reports; and preparing periodic reports for submission to the medical director.

Procure funding for substance abuse programs by identifying areas of need and locating probable funding sources; developing and submitting applications for state and federal grants; administering the programming aspects of the grant; and assisting the medical administrator in developing budgets for grant supported programs.

Serve as a department representative and liaison with a variety of groups, agencies, and individuals within and outside of the department. This includes coordinating the department's drug treatment strategy with the State's substance abuse plan; meeting with officials from the Governor's task force, State Substance Abuse Committee, Bureau of Alcohol and Drug Abuse, and private providers; and facilitating program planning, development and provision of services with other department personnel including the Medical Director, Mental Health Director, Wardens, Associate Warden of Programs, and Department Director.

Supervise professional program personnel including the correctional substance abuse program supervisor, substance abuse counselors, and clinical social work staff to accomplish established goals and objectives. This includes interviewing applicants; assigning and reviewing work; providing training, guidance, and motivation; evaluating performance; and initiating disciplinary action.

Provide direct treatment services to clients; participate in co-treatment planning for dual diagnosis patients; and conduct and/or participate in treatment team meetings as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Certification from the State of Nevada Board of Examiners for Alcohol and Drug Abuse Counselors is required at the time of appointment.

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university with a major in social work, psychology, health science, or related field and two years of managerial experience which included responsibility for providing substance abuse counseling, supervision of counseling staff, development and implementation of program curriculum, acquisition of program funding, and management of all components of a substance abuse treatment program; **OR** Bachelor's degree from an accredited college or university with a major in social work, psychology, health science, or related field and four years of managerial experience which included responsibility for providing substance abuse counseling, supervision of counseling staff, development and implementation of program curriculum, acquisition of program funding, and management of all components of a substance abuse treatment program. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles, practices, and methods of substance abuse counseling and education; the family, social, and economic problems encountered by substance abusers; facilities, programs, and related resources available for rehabilitation, education, and training in the field of substance abuse; substance abuse testing procedures, including biological testing, and interpretation of test scores; and the principles and practices of management and supervision. **General knowledge of:** of the patterns of disease and concepts of alcoholism and drug abuse. **Ability to:** apply the principles and practices of counseling, guidance and rehabilitation to plan and provide treatment activities, lead treatment teams, and evaluate client's progress towards treatment goals; develop, write, and implement a substance abuse treatment program and associated policies, and procedures; establish and maintain cooperative working relationships with subordinate staff, medical and mental health administrators, department administrators and managers, clinical staff, custody staff, representatives of other agencies, and government officials; develop program curriculum through the application of knowledge of educational curriculum development, psychiatric treatment planning methods, psychotherapy programming principles, and correctional rehabilitation philosophy; provide group treatment and individual substance abuse counseling using accepted treatment modalities; write grant proposal to obtain program funding and administer grant programs; establish work priorities, delegate assignments, and train, motivate, and supervise staff; write concise, logical, grammatically correct reports, correspondence, and program documents; make oral group presentations to persuade others to accept a specific opinion and to explain policies and procedures; read and interpret technical information such as research reports, and federal and state laws and regulations; organize resources and staff in a systematic way to meet objectives and optimize program effectiveness and efficiency; work independently with minimal direction; provide effective substance abuse treatment and education training to professional staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: casework and institutional procedures the department; correctional rehabilitation philosophy as it applies to substance abuse programming; agency and State administrative policies and procedures. **General knowledge of:** State and agency policies and practices related to budgeting and accounting. **Ability to:** implement and manage substance abuse programs in a correctional environment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.460

ESTABLISHED: 7/1/93P
 10/23/92PC
REVISED: 3/29/01UC